

Standard Operating Procedure for Contract Laboratory Program Analytical Services Sample Scheduling

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the weekly process used by the Sample Management Office (SMO) contractor to assign environmental sample analyses requested by the United States Environmental Protection Agency (USEPA) Regional Sample Control Center (RSCC) coordinators to Contract Laboratory Program (CLP) laboratories.

This SOP was formerly ST&R SOP No. 33, Contract Laboratory Program Analytical Services Sample Scheduling, under the Contract Laboratory Analytical Services Support (CLASS) contract.

BACKGROUND

USEPA RSCC Coordinators are requested to submit all scheduling requests to the SMO contractor no later than 12:00 Noon, Regional time, on the Wednesday prior to the week of sample shipment. This provides the SMO contractor sufficient time to properly evaluate laboratory supply versus Regional demand, document Regional requests, contact laboratories and verify scheduling information, incorporate changing conditions of laboratories and resolve any other issues so that Regional shipping schedules for samples collected the following week are not adversely affected.

Many activities performed by a variety of USEPA personnel outside of the weekly scheduling process may affect the scheduling process described in this SOP. Issues identified by the responsible USEPA personnel while performing these activities may impact a laboratory's ability to receive samples. Examples include:

- Laboratories removed from scheduling by their Contracting Officer (CO) as a result of issues identified during the ongoing oversight and management of each laboratory contractor;
- Determinations regarding laboratory performance made by USEPA AOC staff as a result of quarterly blind scores and on site audits;
- Coordination of large Regional projects by the Director of AOC or other AOC staff that may require a long term commitment for a laboratory to support the project;
- Use of a laboratory's flexibility clause by AOC and as approved by the laboratory's CO, and;
- Other issues associated with laboratory integrity.

Because a variety of USEPA personnel are responsible for different aspects of the laboratory performance, there is a potential that conflicting information could be communicated to the SMO contractor by different USEPA personnel. Therefore, AOC has designated the USEPA ST&R Work Assignment Manager (WAM) to act as a communication conduit between the responsible USEPA personnel and the SMO contractor. All communication regarding issues that affect this scheduling procedure are processed through the USEPA ST&R WAM. When actions require CO or Project Officer (PO) decisions, the WAM will coordinate those actions through the proper office for approval.

PROCEDURE

Determining the Weekly Availability of Laboratory Supply

1. The Central Scheduling Coordinator reviews the current Weekly Summary Scheduling Activities Report (see Attachment A) to determine if a laboratory has been placed on USEPA PO Hold, CO Suspension, or other contract action(s) that would render the laboratory ineligible to receive samples. These actions will apply to all the laboratory's contracts within an analytical program unless specified otherwise by the ST&R WAM and approved by the CO.
2. The Central Scheduling Coordinator receives an email from the Management Reporting Coordinator which identifies all late data. The lateness factor is based on hardcopy data and is calculated using the equation below:

$$\frac{\text{\# of samples late} \times \text{max. \# of days late}}{\text{total contract monthly capacity for the analytical program with late data}}$$

Laboratories with any late data in a specific analytical program will be placed on "Standby" status for the week's scheduling. "Standby" status will apply to a laboratory until all outstanding data have been received by the SMO contractor, or until another action is taken by USEPA (e.g., CO Suspension). "Standby" status will not affect a laboratory's eligibility to receive scheduling requests under contracts in other analytical programs (i.e., organic versus inorganic).

3. The Central Scheduling Coordinator reviews the Contract Activity Report (see Attachment B) to determine the available funding under each laboratory's contract. The Remaining Dollars for each contract is taken from the Contract Activity Report and entered in the Previous Remaining Dollars column on the first page of the Laboratory Assignment Summary Worksheet (see Attachment C). A laboratory will not receive samples if it does not have funding in its contract.
4. The Central Scheduling Coordinator reviews the Contract Activity Report to identify laboratories whose contracts are expiring within six months, and have not met their contract minimum.
5. The Central Scheduling Coordinator reviews the Ranking of Contractor's Performance (see Attachment D) to identify each laboratory's performance category. (See ST&R SOP No. 2, The Production of the Performance Scheduling Report.)
6. The Central Scheduling Coordinator documents the laboratory's eligibility status, lateness factor, available funding, notes associated with contract minimums and current performance category on the Laboratory Assignment Summary Worksheet beside each associated laboratory's name, contract, cost lot, per unit price and expiration date.
7. The Central Scheduling Coordinator calculates the estimated available weekly capacity in each performance category within an analytical program. The estimated available weekly capacity is calculated by using the total contract capacity for all contracts within a performance category divided by four. This number is then adjusted to reflect available funding and to account for laboratories that are ineligible to receive samples.

Determining Weekly Regional Demand

1. The SMO Regional Coordinator receives sample scheduling information from the authorized USEPA RSCCs prior to 12:00 Noon Regional time, the Wednesday of the week prior to scheduling. If the SMO Regional Coordinator has not received scheduling information by this time, the USEPA RSCC is contacted to verify that samples will not be scheduled for the following week. All requests received after this time are considered late requests and may be scheduled after all other Regional Requests.
2. The SMO Regional Coordinator assigns the next available Case number from the PC Based Scheduling, Allocation, and Monitoring System (SAM), and enters the following information for each request: (See the *Scheduling, Allocation, and Monitoring System User Manual for the PC* to access and utilize the PC SAM System.)
 - a. Site Information including: site name and location (city and state); Superfund Site Spill Identifier (SSID); CERCLIS identifier; and operable unit.
 - b. Project Information including: the purpose of sampling (e.g., Preliminary Assessment, Expanded Site Investigation, Enforcement Lead, Remedial Investigation/Feasibility Study); activity code; Sampler's name, organization (e.g., company name) and phone number; and scheduled sample shipment date(s). Cases scheduled to ship over more than one week where the Region has requested a single case number are marked as "Ongoing" Cases.
 - c. Analytical Information including: number of samples by concentration (e.g., low or medium) and matrix (aqueous or soil); analysis required (e.g., VOA, BNA, Pesticides/PCBs, Metals, Cyanide, Dissolved Metals, etc.); analytical method; Quality Control (QC) frequency (e.g., per contract specification); method of sample collection (if the samples are soils for VOA analysis), and Turnaround (TA) time.
 - d. Other information or special requirements of the Region including (but not limited to): special funding requirements (i.e., non-Superfund projects); United States Department of Agriculture (USDA)-certified laboratories that can receive samples from outside the continental United States; and laboratories performing analyses under the CLP flexibility clause.
3. The SMO Regional Coordinator generates Weekly Scheduling and Shipping Summary Worksheets (see Attachment E) for all new requests and ongoing Cases, attaches the initial Regional request form, and provides these worksheets to the Central Scheduling Coordinator. The Central Scheduling Coordinator reviews each individual request for completeness and accuracy by comparing the worksheets to Regional requests. This review focuses on analytical information and other special requirements. All discrepancies are resolved prior to sample scheduling.
4. The Central Scheduling Coordinator calculates demand for the week for each analytical program by totaling sample weights associated with Regional requests. Then the Coordinator compares the demand to the estimated available weekly capacity for each program. If demand is less than supply, all samples are scheduled. If Regional requests exceed the estimated available monthly capacity for any analytical program, the USEPA ST&R WAM is contacted for direction.

If the Regional requests exceed the estimated available monthly capacity for any analytical program, the ST&R WAM will contact the CO for approval of increases in contractor capacity.

Hierarchy Used to Assign Samples to Laboratories

1. The Central Scheduling Coordinator identifies all ongoing Cases, Cases where samples are directed to a specified laboratory as a result of the CLP's flexibility clause and/or other reasons.(e.g., Quarterly Blind (QB) Performance Evaluation (PE) Samples). The Central Scheduling Coordinator assigns samples to these laboratories prior to assigning the remainder of the scheduling requests.
2. The Central Scheduling Coordinator arranges the remainder of the week's requests in increasing order of data turnaround from smallest to largest within each analytical program.
3. The Central Scheduling Coordinator assigns samples to laboratories within each analytical program in the "Good" performance category first, based on the following hierarchy: 1) laboratory cost factor ranking, scheduling the faster turnaround samples first while ensuring individual laboratories do not receive an excessive amount of preliminary analysis samples; 2) Cases from the same Region in which the laboratory is located; 3) Cases from the same zone in which the laboratory is located (i.e., Zone 1 = Regions 1-4, Zone 2 = Regions 5-10); and 4) Cases from outside the laboratory's zone. After the estimated available weekly capacity for laboratories in the "Good" category is exhausted, the Central Scheduling Coordinator will assign samples to laboratories in the "Marginal" category.
4. The Central Scheduling Coordinator assigns samples to laboratories within each analytical program in the "Marginal" performance category based on the following hierarchy: 1) laboratory cost factor ranking, scheduling the faster turnaround samples first while ensuring individual laboratories do not receive an excessive amount of preliminary analysis samples; 2) Cases from the same Region in which the laboratory is located; 3) Cases from the same zone in which the laboratory is located (i.e., Zone 1 = Regions 1-4, Zone 2 = Regions 5-10); and 4) Cases from outside the laboratory's zone. After the estimated available weekly capacity for laboratories in the "Marginal" category is exhausted, the Central Scheduling Coordinator assigns samples to laboratories in the "Standby" category.

Prior to proceeding to the next category, the Central Scheduling Coordinator will contact the USEPA ST&R WAM to receive direction on whether or not to schedule with laboratories in the "Standby" category or to exceed sample capacities for laboratories in the "Good" and "Marginal" category (See "Exceeding Capacity" under Special Situations and Exceptions). The Central Scheduling Coordinator documents the decision and proceeds accordingly.

5. If directed by the ST&R WAM, the Central Scheduling Coordinator assigns samples to laboratories within each analytical program in the "Standby" category based on the following hierarchy: 1) late data factor (smallest to largest); 2) laboratory cost factor ranking, scheduling the faster turnaround samples first while ensuring individual laboratories do not receive an excessive amount of preliminary analysis samples; 3) Cases from the same Region in which the laboratory is located; and 4) Cases from the same zone in which the laboratory is located (i.e., Zone 1 = Regions 1-4, Zone 2 = Regions 5-10); 5) cases from outside the laboratory's zone. If samples remain unscheduled after the contract capacity

for all laboratories not on hold or in the “Unacceptable” category has been exhausted, the Central Scheduling Coordinator will contact the USEPA ST&R WAM for further information.

When assigning a Case to a Delivery Order (DO), the Central Scheduling Coordinator evaluates whether or not the contract has more than one DO. In the event a contract has more than one DO during a specified contract period of performance, the most recent DO will not be used until the previous DO issued to the contract has been depleted.

NOTE: After monthly adjustments, funding may remain in an earlier DO after a new DO has been used. In this circumstance, the previous DO can be scheduled under to use any remaining funding.

6. The Central Scheduling Coordinator records the Region, Case number, and number of samples scheduled for each Regional request on the Laboratory Assignment Summary Worksheet under the laboratory, contract, delivery order, and cost lot information for which the samples are being assigned. Any special situations and exceptions (e.g., flexibility clause) are noted under Comments for each Case.
7. The Central Scheduling Coordinator records the laboratory name, contract, cost lot and DO assignment for each Case on individual Weekly Scheduling and Shipping Summary Worksheets.
8. The Central Scheduling Coordinator provides copies of the individual Weekly Scheduling and Shipping Summary Worksheets and the Laboratory Assignment Summary Worksheet to a Regional Coordinator, who reviews the assignments to ensure that no laboratories on hold or without adequate funding have been assigned to a Case. The Coordinator also evaluates the laboratory assignments to ensure that the appropriate program, contract number, DO, cost lot, and TA time have been assigned to each case. After all discrepancies have been resolved, the Central Scheduling Coordinator enters the contract and laboratory assignments into PC-SAM.
9. The Central Scheduling Coordinator, or designee generates the Scheduling Notification Forms (see Attachment F), which includes the following information:
 - a. Laboratory name, contract number, cost lot, DO, and base price.
 - b. The Region requesting the analysis and the Case number.
 - c. The number of samples being scheduled, their matrix, the required analyses, and the TA time requested.
 - d. The name of the Regional coordinator for the Case.
 - e. If preliminary results are requested, there is a Y in the PR column, and a fax number is provided.
10. The Central Scheduling Coordinator, or their designee, reviews the information on the Scheduling Notification Forms for completeness and accuracy and faxes the Scheduling Notification Forms to the appropriate laboratories.

11. After the Scheduling Notification Forms are faxed and returned, the SMO Regional Coordinators call each laboratory to confirm scheduling. The Regional Coordinator makes a note of the person contacted and the date on the Scheduling Notification Form and then files the original along with the fax confirmation in the Scheduling Notification Folder. In the event that a laboratory is unable or refuses to accept samples and has met its monthly contract maximum, it is not obligated to accept the samples and the Central Scheduling Coordinator reschedules them with another CLP laboratory. If the laboratory has not met its monthly maximum, the laboratory is requested to contact their CLP PO and the appropriate AOC Program Manager. The Central Scheduling Coordinator notifies the USEPA ST&R WAM who will then contact the CO if modification is warranted.
12. After scheduling information has been confirmed, the SMO Regional coordinators immediately provide the USEPA RSCC Coordinator with their laboratory assignments. Notification must take place by the close of business Friday of the week prior to sampling.
13. The SMO Regional coordinator generates the SMO Case Cover Form (see Attachment G) and attaches it along with the SMO Weekly Scheduling and Shipping Summary Worksheet to their Case File, updating the Case Files with the laboratory assignments.

Special Situations and Exceptions

The following are examples of special situations and exceptions that may affect the hierarchy of sample scheduling. When special situations and/or exceptions apply, they are documented by the Central Scheduling Coordinator on the Lab Assignment Summary Worksheet.

Major Programmatic Changes:

Circumstances might arise that would require the National Program Office to temporarily change the sample scheduling hierarchy. When this occurs, the SMO contractor will receive written instructions from the USEPA SMO Contracting Officer (CO), in consultation with the USEPA CLP PO/USEPA ST&R WAM/appropriate AOC Program Manager.

Late Request:

Requests received after initial laboratory selection and assignment are scheduled by the Central Scheduling Coordinator. Laboratories/contracts/cost lots are selected using the final result of routine scheduling as a starting point.

QB and PE Sample Scheduling:

QB samples are scheduled each quarter with all CLP laboratories with active contracts unless otherwise directed by USEPA. CLP POs may request that PEs be sent to a specific laboratory for an audit. SMO then schedules samples with that laboratory under the contract with the lowest 14-day turnaround price.

Scheduling Modifications as Directed by the USEPA ST&R WAM:

Deviations to the normal sample scheduling hierarchy can be directed by the USEPA ST&R WAM. These may include:

- Direction to SMO to schedule with laboratories with minimums remaining whose contracts are expiring within six months. Samples will be scheduled with these laboratories to assure that the Government's contract obligations are met.
- Direction to schedule PE samples other than QB samples.
- Direction to schedule samples with a laboratory as a result of the implementation of the CLP's flexibility clause for a specific case.
- Direction to schedule samples with a laboratory whose contract has been funded with non-Superfund funds in order to support analytical requirements of a non-Superfund client.
- Direction to schedule samples at an amount less than contract capacity for a specific laboratory as a result of performance or other contract issues (e.g., contract start-up or partial USEPA holds).

Balancing Sample Scheduling:

A good faith effort is made to schedule at least one Case with each laboratory in the "Good" and "Marginal" performance categories per month in order to help ensure that laboratory minimums are achieved, to ensure laboratory capacity is available when needed, and to maintain each laboratory's current status in the CLP. If by the receipt of the scheduling information for the third week of the month a laboratory in either the "Good" or "Marginal" performance category has not been scheduled a Case, SMO will schedule a small Case with the laboratory. A small Case is defined as one that will likely consist of no greater than one SDG. SMO will attempt to schedule a Case that is associated with the same Region in which the laboratory is located.

Cancelled Cases and Overshipments:

If a laboratory has several Cases cancel or fewer samples ship than were scheduled, a note is made on the Scheduling Worksheet totaling the number of samples canceled. An attempt is then made to replace these samples during a scheduling month. This is to prevent laboratories from losing capacity when samples are canceled. If a laboratory has problems because the sample shipment significantly exceeds the number scheduled, the laboratory is referred to their CLP PO, and upon direction from the USEPA ST&R WAM, the Central Scheduling Coordinator attempts to schedule either fewer or no samples the following week, to provide the laboratory time to absorb this excess.

Single Laboratory Assignment (Ongoing Cases):

When the Region requests that a single laboratory be assigned to a project that is scheduled to ship over several weeks, the Central Scheduling Coordinator calculates the total number of samples requested for the specific project by analytical program and determines which laboratories have adequate funding and capacity to meet the Region's needs. Assuming no other scheduling rule is violated, the Region's request is accommodated.

Requesting a Specific Laboratory:

If a Region requests a specific laboratory for a Case, the Region provides the SMO Regional coordinator with the reason why they need that particular laboratory. The Central Scheduling Coordinator then provides that information to the USEPA ST&R WAM and the CO who will coordinate a strategy on how to schedule the case.

Cases from Foreign Sources:

If a Region requests a case where sampling occurs outside the continental United States (e.g., Guam, Hawaii, Puerto Rico, the U.S. Virgin Islands), the samples must be sent to a CLP laboratory with a valid Soil Permit from the USDA (see Attachment H for an example of this permit). The Central Scheduling Coordinator maintains a binder containing all Soil Permits. The permit number and expiration date are noted on the Laboratory Assignment Summary Worksheet. After scheduling information has been confirmed with the laboratory, the SMO Regional Coordinators immediately provide the USEPA RSCC Coordinator with their laboratory assignments and a copy of the valid Soil Permit. Notification must take place by close of business Friday of the week prior to sampling.

Splitting Large Cases between Laboratories in the Same or Different Performance Categories:

The SMO contractor's objective is to schedule the better-performing laboratories to the maximum extent possible, as outlined in this SOP. Therefore, when a large Case cannot be scheduled entirely with one laboratory in a higher performance category due to funding and/or capacity, the SMO contractor attempts to split the Case in order to fully utilize the better-performing laboratories before moving to the next performance category unless requested otherwise by the Region. The Central Scheduling Coordinator attempts to choose the most logical division points in order to minimize problems in the field. For example, if a Case contains soil and water samples, a logical division point would be by matrix. If a large Case is scheduled to extend beyond one week, a logical division point would be by week.

Laboratory Placed on PO/CO Hold after Scheduling is Complete:

Once a laboratory is placed on PO/CO Hold, the Central Scheduling Coordinator reviews the Scheduling Worksheets to see if the laboratory is scheduled to receive samples. If samples are scheduled, they check with the appropriate SMO Regional Coordinator to see if the samples have been shipped to the laboratory. If samples are scheduled, but not shipped, the Central Scheduling Coordinator obtains direction from the USEPA ST&R WAM on whether the samples should be shipped to the laboratory or be rescheduled at a different laboratory. In addition, direction is requested regarding the transfer of samples that have already been shipped to the laboratory.

Potentially Dioxin-Contaminated Samples:

The SMO contractor sometimes schedules dioxin-contaminated samples with all types of programs with low/medium concentration contracts in accordance with the scheduling procedures outlined in this SOP. In each of the program contracts, the following kind of language appears: "The samples to be analyzed by the Contractor are from known or suspected hazardous waste sites and, potentially, may contain hazardous organic, and/or inorganic, and/or water quality parameters materials at high concentration levels. The Contractor should be aware of the potential hazard associated with the handling and analyses of these samples. It is the Contractor's responsibility to take all necessary measures to ensure the health and safety of its employees." If a laboratory has a problem accepting dioxin-suspect samples, the laboratory is referred to their USEPA CLP PO and appropriate AOC Program Manager.

Potentially Radioactive Samples:

If a Region requests that potentially radioactive samples be scheduled through the CLP program, the Central Scheduling Coordinator contacts the USEPA ST&R WAM in consultation with the CO for further information.

Exceeding Capacity:

In the event that it is necessary to exceed laboratory contract capacity as a result of Regional demand, SMO will gather information to assist the USEPA ST&R WAM in deciding whether a laboratory can exceed capacity. The ST&R WAM will contact the USEPA CO if approval is needed to exceed capacity.

Examples of collected information include:

1. The laboratory that will exceed its capacity
2. By what amount the laboratory is willing to exceed its capacity
3. Over what period of time the laboratory is willing to exceed capacity
4. Other relevant information

ATTACHMENTS

- A. Weekly Summary Scheduling Activities Report (2 pages)
- B. Contract Activity Report
- C. Lab Assignment Summary Worksheet (6 pages)
- D. Ranking of Contractor's Performance Group (3 pages)
- E. SMO Weekly Scheduling and Shipping Summary Worksheets
- F. Scheduling Notification Form
- G. SMO Case Cover Form
- H. USDA Soil Permit

Summary of Scheduling Activities for the Week of [REDACTED]

During the week of [REDACTED] the EPA Regions scheduled [REDACTED] sites involving the analysis of

- [REDACTED] inorganic samples
- [REDACTED] organic samples
- [REDACTED] organic low concentration samples

These samples are expected to ship during the week of [REDACTED]. Please note that the request figures are current as of [REDACTED] and may not include all late requests.

The tables below describe the remaining available contract capacity for the month of [REDACTED].

Table 1: Summary of Contract Capacity for the Month of [REDACTED]

Service	Lab / Performance Based Ranking at Time of Scheduling	Monthly Contract Capacity	Actual Contract Capacity Available	Samples Scheduled to Ship during the Week of [REDACTED]	Samples Scheduled to Date for [REDACTED]	Monthly Contract Capacity Remaining
Inorganic	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Totals	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Organic	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Totals	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Organic Low Concentration	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Totals	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Performance Based Scheduling Key: 1 = Good 2 = Marginal 3 = Unacceptable 4 = Standby 5 = Not Eligible						

Summary of Scheduling Activities for the Week of [REDACTED]

Table 2: Summary of Capacity Adjustments for the Month of [REDACTED]

Service	Capacity	Capacity Adjustments	Laboratory	Reason for Adjustment
Inorganic	Paper: [REDACTED] Available: [REDACTED]	[REDACTED] Samples [REDACTED] Samples [REDACTED] Samples	[REDACTED]	Limited Funding Limited Funding Limited Funding
Organic	Paper: [REDACTED] Available: [REDACTED]	[REDACTED] Samples [REDACTED] Samples [REDACTED] Samples [REDACTED] Samples [REDACTED] Samples -7 Samples -46 Samples -36 Samples	[REDACTED]	Limited Funding Limited Funding Limited Funding 50% PO HOLD as of [REDACTED] Limited Funding Limited Funding Limited Funding Limited Funding Limited Funding
Organic Low Concentration	Paper: [REDACTED] Available: [REDACTED]	[REDACTED] Samples [REDACTED] Samples [REDACTED] Samples [REDACTED] Samples [REDACTED] Samples [REDACTED] Samples [REDACTED] Samples	[REDACTED]	Limited Funding Limited Funding Limited Funding Limited Funding Limited Funding Limited Funding Limited Funding Limited Funding

Organic contracts with limited funding

With the exception of [REDACTED], [REDACTED], and [REDACTED], all Organic contracts for the laboratories listed in Table 2 are affected by limited funding. The breakdown for [REDACTED], [REDACTED], and [REDACTED] are as follows:

[REDACTED] contracts [REDACTED] and [REDACTED] have limited funding
[REDACTED] contracts [REDACTED] and [REDACTED] have limited funding
[REDACTED] contract [REDACTED] has limited funding

Laboratories on HOLD and with limited funding

OLC03.2 [REDACTED]: The laboratory is on 50% PO HOLD as of [REDACTED]. If the 50% PO HOLD was lifted, the laboratory would only be scheduled a maximum of [REDACTED] samples because of limited funding.

Monthly Contract Capacity is the number of samples a lab can receive in a month per their contract.

Actual Contract Capacity Available is the number of samples a lab can receive in a month minus samples due to limited funding, PO Hold, COSS Hold, etc.

Samples Scheduled to ship during the week of *week* is the number of samples that are scheduled to ship for that week.

Samples Scheduled to Date for *month* is the number of samples scheduled to be received at a lab for that month. This total does not include cancelled cases, carried or postponed cases that occur during the month and does not take into account under-shipments.

Monthly Contract Capacity Remaining is the Actual Contract Capacity Available minus Samples Scheduled to Date for the month. This number reflects the number of funded samples remaining for the month.

DATE : 07/11/01

U.S.E.P.A. CONTRACT LABORATORY PROGRAM
SAMPLE MANAGEMENT OFFICE(SMO)-OPERATED BY DYNACORP

PAGE : 3

CONTRACT ACTIVITY REPORT
OM ACTIVE DO NUMBERS

SAMPLE WEIGHT SCHEDULED/SHIPPED/TR RECEIVED + QC/ AND ACTUAL IN TIP
BY CONTRACT, DO NUMBER, AND COSTLOT

CONTRACT PERIOD SUMMARY INFORMATION

CONTRACT:	PERIOD:	MINIMUM SAMPLES:	TOTAL SAMPLES USED :
LAB CODE:	START DATE:	MAXIMUM SAMPLES:	TOTAL DOLLARS USED
MONTHLY CAP:	END DATE:	TOTAL SAMPLES OBL:	REMAINING SAMPLES:
		TOTAL DOLLARS OBL:	REMAINING DOLLARS:

DO SUMMARY INFORMATION

DO: 2 DO DOLLARS OBL: DO DOLLARS OBL:
DO START DATE: 01/27/01 DO DOLLARS USED: DO DOLLARS USED:
DO END DATE: 01/26/02 REMAINING SAMPLES: REMAINING DOLLARS:

NOTE : REMAINING SAMPLES VALUE IS DERIVED BY DIVIDING THE REMAINING DOLLARS BY THE HIGHEST POSSIBLE SAMPLE PRICE

SAMPLE PRICES, 21 DAY :				7 DAY :				PRELIMINARY ANALYSIS PRICES, 72 HR :				48 HR :
INITIATION DATE	CASE NUMBER	T/A	SAMPLE PRICE	SCHEDULED SAMP WT.	SHIPPED SAMP. WT.	TR RECVD SAMP + QC	TIP/ACTUAL SAMP. WT.	TOTAL SAMP. WT.	TOTAL DOLLARS			
03/12/2001	21	35.00	36.00	36.00	36.00	36.20	36.20	36.20				
03/12/2001	14	2.80	2.80	2.80	4.80	3.00	3.00	3.00				
05/21/2001	21	11.60	13.20	13.20	10.40	10.20	10.20	10.20				
05/21/2001	21	4.40	5.00	5.00	8.20	4.60	4.60	4.60				
06/11/2001	21	22.00	22.00	22.00	22.00	0.00	0.00	22.00				
06/11/2001	21	22.00	22.60	22.60	24.20	0.00	0.00	24.20				
06/18/2001	21	15.20	12.40	12.40	16.00	0.00	0.00	16.00				
06/18/2001	21	3.40	16.80	16.80	5.80	0.00	0.00	16.80				
06/25/2001	21	21.00	17.20	17.20	16.20	0.00	0.00	17.20				
06/25/2001	21	15.60	13.20	13.20	.	.	.	15.60				
07/09/2001	21	10.00	0.00	0.00	.	.	.	10.00				
07/09/2001	21	7.60	0.00	0.00	.	.	.	7.60				
07/09/2001	21	23.20	0.00	0.00	.	.	.	23.20				
				193.80	161.20	143.60	54.00	206.60				

RANK	LAB	CONTRACT	DO	CONTRACT EXP. DATE	PREVIOUS REMAINING \$	NEW REMAINING \$	MONTHLY CAPACITY	SCHED. CURRENT WEEK	SCHED PREVIOUS WEEKS	TOTAL SCHED. FOR MONTH
1										
1										
1										
1										
1										
1										
PROGRAM TOTALS										

RANK	LAB	CONTRACT	DO	CONTRACT EXP. DATE	PREVIOUS REMAINING \$	NEW REMAINING \$	MONTHLY CAPACITY	SCHED. CURRENT WEEK	SCHED PREVIOUS WEEKS	TOTAL SCHED. THIS MONTH
1										
1										
1										
1										
1										
1										
1										
1										
1										
1										
1										
1										
1										
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1										
1										
1										
1										
PROGRAM TOTALS										

RANK	LAB	CONTRACT	DO	CONTRACT EXP. DATE	PREVIOUS REMAINING \$	NEW REMAINING \$	MONTHLY CAPACITY	SCHED. CURRENT WEEK	SCHED PREVIOUS WEEKS	TOTAL SCHED. FOR MONTH
1										
1										
1										
1										
1										
1										
1										
PROGRAM TOTALS					\$0.00	\$0.00	0	0	0	0

Rankings: 1 - Good 2 - Marginal 3 - Poor 4 - Stand by 5 - Not Eligible

Late requests received prior to 9am on Thursday are scheduled with all other requests. Cases requested after laboratory assignments are complete are marked as "late" on the Scheduling Worksheet.

								PREV. REM. \$	\$ SCHED THIS WEEK	NEW REM. \$
			21 Day A	14 Day B	7 Day C	PR(48)	PR(72)			
Reg.	CASE	Comment						ADJUSTED REM. \$		ADJ. NEW REM. \$
								Weekly Cap.		Monthly Cap.
								Tot. Sched. This Week	Tot. Sched. Prev. Weeks	Tot. Sched. This Month
TOTALS										

								PREV. REM. \$	\$ SCHED THIS WEEK	NEW REM. \$
			21 Day A	14 Day B	7 Day C	PR(48)	PR(72)			
Reg.	CASE	Comment						ADJUSTED REM. \$		ADJ. NEW REM. \$
								Weekly Cap.		Monthly Cap.
								Tot. Sched. This Week	Tot. Sched. Prev. Weeks	Tot. Sched. This Month
TOTALS										

								PREV. REM. \$	\$ SCHED THIS WEEK	NEW REM. \$
			21 Day A	14 Day B	7 Day C	PR(48)	PR(72)			
Reg.	CASE	Comment						ADJUSTED REM. \$		ADJ. NEW REM. \$
								Weekly Cap.		Monthly Cap.
								Tot. Sched. This Week	Tot. Sched. Prev. Weeks	Tot. Sched. This Month
TOTALS										

								PREV. REM. \$	\$ SCHED THIS WEEK	NEW REM. \$
			21 Day A	14 Day B	7 Day C	PR(48)	PR(72)			
Reg.	CASE	Comment						ADJUSTED REM. \$		ADJ. NEW REM. \$
								Weekly Cap.		Monthly Cap.
								Tot. Sched. This Week	Tot. Sched. Prev. Weeks	Tot. Sched. This Month
TOTALS										

								PREV. REM. \$	\$ SCHED THIS WEEK	NEW REM. \$
			21 Day A	14 Day B	7 Day C	PR(48)	PR(72)			
Reg.	CASE	Comment						ADJUSTED REM. \$		ADJ. NEW REM. \$
								Weekly Cap.		Monthly Cap.
								Tot. Sched. This Week	Tot. Sched. Prev. Weeks	Tot. Sched. This Month
TOTALS										

			50% PO HOLD					PREV. REM. \$	\$ SCHED THIS WEEK	NEW REM. \$
			21 Day A	14 Day B	7 Day C	PR(48)	PR(72)			
Reg.	CASE	Comment						ADJUSTED REM. \$		ADJ. NEW REM. \$
								Weekly Cap.		Monthly Cap.
								Tot. Sched. This Week	Tot. Sched. Prev. Weeks	Tot. Sched. This Month
TOTALS										

								PREV. REM. \$	\$ SCHED THIS WEEK	NEW REM. \$
			21 Day A	14 Day B	7 Day C	PR(48)	PR(72)			
Reg.	CASE	Comment						ADJUSTED REM. \$		ADJ. NEW REM. \$
								Weekly Cap.		Monthly Cap.
								Tot. Sched. This Week	Tot. Sched. Prev. Weeks	Tot. Sched. This Month
TOTALS										

								PREV. REM. \$	\$ SCHED THIS WEEK	NEW REM. \$
			21 Day A	14 Day B	7 Day C	PR(48)	PR(72)			
Reg.	CASE	Comment						ADJUSTED REM. \$		ADJ. NEW REM. \$
								Weekly Cap.		Monthly Cap.
								Tot. Sched. This Week	Tot. Sched. Prev. Weeks	Tot. Sched. This Month
TOTALS										

Inorganic Program Rankings

INORGANIC 21 DAY

Lab	Contract	Cost Lot	Ranking
			1
			2
			3
			3
			5
			5
			7
			8
			9
			10
			11
			12
			13
			14
			15
			16
			16
			18
			19

effective
INORGANIC 14 DAY

Lab	Contract	Cost Lot	Ranking
			1
			2
			2
			4
			5
			5
			7
			8
			9
			10
			11
			12
			13
			14
			15
			16
			17
			18
			18

INORGANIC 7 DAY

Lab	Contract	Cost Lot	Ranking
			1
			2
			3
			4
			5
			6
			7
			8
			8
			10
			11
			12
			13
			14
			15
			16
			17
			18
			18

Organic Program Rankings

ORGANIC 21 DAY

Lab	Contract	Cost Lot	Ranking
			1
			1
			1
			4
			5
			6
			7
			8
			9
			9
			11
			12
			13
			14
			15
			16
			17
			18
			18
			20
			21

effective
ORGANIC 14 DAY

Lab	Contract	Cost Lot	Ranking
			1
			1
			1
			4
			5
			6
			7
			7
			9
			10
			11
			12
			13
			14
			15
			16
			17
			18
			19
			20
			20

ORGANIC 7 DAY

Lab	Contract	Cost Lot	Ranking
			1
			1
			1
			4
			5
			6
			7
			8
			8
			10
			11
			12
			13
			14
			15
			16
			17
			18
			19
			20
			20

Low Conc Program Rankings

LOW CON 21 DAY

Lab	Contract	Cost Lot	Ranking
			1
			2
			3
			4
			5
			6
			7
			8

effective
LOW CON 14 DAY

Lab	Contract	Cost Lot	Ranking
			1
			2
			3
			4
			5
			6
			7
			8

LOW CON 7 DAY

Lab	Contract	Cost Lot	Ranking
			1
			2
			3
			4
			5
			6
			7
			8

SMO Weekly Scheduling Worksheet and Shipping Summary

Case No.
 CERCLIS ID
 Site Name
 City/State
 SSID/Purpose
 OU/Act. Code
 RSCC/Region
 Phone(RSCC)
 Sampler
 SamplerPhone/Co
 Funding Leads

Coordinator
 Request Date
 Week
 Ship Date(s)
 Comments

Requirements

Program: Multi Organics	Brownsfield Site				TOTALS:# of Samples+QC=TOT
Lab: Lot: DO:	Acct:	DCN:	Fax:	Complete?:	Yes
As Requested	Final:				Totals:
	<u>Sample No/Type</u>	<u>PR</u>	<u>TA</u>	<u>Airbill</u>	<u>ShipDate</u>
16+2 LS BNA/PES=14.40	N	21	New		
1+0 LW BNA/PES=0.80	N	21	New		
7+2 LW VOA/BNA/PES=9.00	N	21	New		
TOTAL: 24.20					TOTAL: 0.00

Program: Multi Inorganics	Brownsfield Site				TOTALS:# of Samples+QC=TOT
Lab: Lot: DO:	Acct:	DCN:	Fax:	Complete?:	Yes
As Requested	Final:				Totals:
	<u>Sample No/Type</u>	<u>PR</u>	<u>TA</u>	<u>Airbill</u>	<u>ShipDate</u>
16+3 LS TM=16.15	N	21	New		
8+3 LW TM=9.35	N	21	New		
TOTAL: 25.50					TOTAL: 0.00

Scheduling Notification Form

Please contact _____ to confirm receipt of this fax

Laboratory:

Contact Person:

Week Of: 07/02/01

Reg	Contract #	Cost Lot/DO #	Base Price	Case#	Samples Scheduled	TA	Method	Coordinator	PR	Fax No. for PRs	Special Requirements / Comments
		/			6 LW TM	21		Heather	N		/ Two Week Case (7/2 & 7/9); Case completed 7/2
		/			6 LW DM	21		Heather	N		/ Two Week Case (7/2 & 7/9); Case completed 7/2
		/			6 LW TM	21		Heather	N		/ Two Week Case (7/2 & 7/9); Case completed 7/2
		/			6 LW DM	21		Heather	N		/ Two Week Case (7/2 & 7/9); Case completed 7/2
		/			7 LW VOA	14		Heather	N		CALVOL512000 / Two Week Case (7/2 & 7/9); Case completed
		/			6 LW VOA	14		Heather	N		CALVOL512000 / Two Week Case (7/2 & 7/9); Case completed

MATRIX: LW=Low Conc. Water

TURNAROUND:

PR=Preliminary Results

COORDINATOR: REGIONS

TELEPHONE

E-MAIL

SW=Surface Water

LS=Low Conc. Soil

MS=Medium Conc. Soil

LD=Low Sediment

LL=Low Conc. Program Water

METHOD: 1=Encore

2=Pre-prepared

Coordinator 1
Coordinator 2
Coordinator 3
Coordinator 4

ANALYSIS: VOA/BNAPES = Full Target Compound List

TM/CN = Total Metals and Cyanide

DM=Dissolved Metals

When sending data packages to SMO, please direct them to the "SMO MAILROOM", not specific DynCorp personnel.

*** PLEASE INVOICE ACCORDINGLY! ***
Please remember to invoice with the appropriate Delivery Order (DO#) for each Case listed above.

SMO Preliminary Result Delivery Options:

- 1) FAX to CCS
- 2) E-mail in PDF format to either:
CCS Coordinator 1
CCS Coordinator 2

Attachment F

CLP - SMO CASE COVER

Case No.

Client Name

Program

SF

Organic-Multi TA Lab

Contract No.

Cost Lot

Delivery Order

TA

Inorganic-Multi TA Lab

Contract No.

Cost Lot

Delivery Order

TA

Attachment G

See inside discussion sheet for general Case comments



UNITED STATES
DEPARTMENT OF
AGRICULTURE

Animal and Plant
Health Inspection
Service

Plant Protection and
Quarantine

Soil Permit

Permit
Number: _____

Issued To: _____

TELEPHONE: _____

Under the authority of the Federal Plant Pest Act of May 23, 1957, permission is hereby granted to the facility/individual named above subject to the following conditions:

1. Valid for shipments of soil not heat treated at the port of entry, only if a compliance agreement (PPQ Form 519) has been completed and signed.
2. To be shipped in sturdy, leakproof, containers.
3. To be released without treatment at the port of entry.
4. To be used only for analysis, and only in the facility of the permittee at _____
5. No use of soil for growing purposes is authorized, including the isolation or culture of organisms imported in soil.
6. All unconsumed soil, containers, and effluent is to be autoclaved, incinerated, or heat treated by the permittee at the conclusion of the project as approved and prescribed by Plant Protection and Quarantine.
7. This permit authorizes shipments from all foreign sources, including Guam, Hawaii, Puerto Rico, and the U.S. Virgin Islands through any U.S. port of entry.

Expiration Date _____

Karen S. Brady
Approving Official KAREN S. BRADY